

# Personal Qualities & Characteristics Checklist

Able to work alone  
Active  
Adaptable  
Adaptive  
Adept  
Adventurous  
Aggressive  
Ambitious  
Analytical  
Articulate  
Assertive  
Broad-minded  
Cautious  
Cheerful  
Committed  
Competent  
Congenial  
Conscientious  
Cooperative



Courageous  
Creative  
Curious  
Decisive  
Dedicated  
Dependable  
Determined  
Diligent  
Diplomatic  
Disciplined



Discreet  
Effective  
Energetic  
Enterprising  
Entertaining  
Enthusiastic

Exceptional  
Experienced  
Extroverted  
Fair  
Familiar  
Firm  
Forceful  
Frank  
Friendly



Generous  
Genuine  
Helpful  
Honest  
Idealistic  
Imaginative  
Impulsive  
Industrious  
Independent  
Innovative  
Insightful  
Instrumental  
Intellectual



Judicious  
Keen  
Kind  
Leadership ability  
Logical  
Loyal  
Mature  
Methodical  
Nonconforming  
Objective  
Observant  
Open-minded  
Orderly

Outgoing  
Patient  
Persistent  
Personable  
Persuasive  
Pleasant  
Poised  
Positive  
Practical  
Precise  
Productive  
Rational  
Receptive  
Reliable



Reserved  
Resilient  
Resourceful  
Responsible  
Self-confident  
Self-controlled  
Self-motivated  
Self-reliant  
Sensitive  
Sharp  
Sincere  
Sociable  
Strong



Successful  
Sympathetic  
Tactful  
Talkative  
Tenacious  
Thrifty  
Tolerant  
Understanding  
Well-organized